



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY
2480 LLEWELLYN AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755-5800

REPLY TO
ATTENTION OF

14 April 2003

POLICY STATEMENT NO. 31

CUSTODY AND CONTROL OF OUTPATIENT TREATMENT RECORDS (OTR)

1. Purpose. To improve the accountability and control of outpatient medical records and to substantiate the health care provided in our ambulatory care facility.
2. References.
 - a. AR 40-66, Medical Record Administration and Health Care Documentation, 10 Mar 03.
 - b. Memorandum, Assistant Secretary of Defense (Health Affairs), 31 Jan 00, subject: Custody and Control of Outpatient Medical Records.
 - c. Memorandum, HQ, MEDCOM, MCHO-CL-P, 18 Mar 00, subject: Custody and Control of Outpatient Medical Records.
3. The medical record is the cornerstone for documenting appropriate medical care and for legal and administrative proceedings. To that end, the outpatient medical record must be available in and maintained by the medical treatment facility (MTF). Patients enrolled in Tricare Prime at Kimbrough Ambulatory Care Center, and other eligible beneficiaries whose primary medical care is rendered by Kimbrough and whose OTRs are therefore maintained here, will not hand-carry their own OTRs for appointments within Kimbrough.
4. To facilitate the continuum of care consistent with consultations and referrals to other MTFs within the National Capital Area (Walter Reed Army Medical Center, Malcolm Grow Medical Center (Andrews Air Force Base), and the National Naval Medical Center (Bethesda, MD)), a patient may be authorized to hand-carry his or her OTR at the discretion of the referring physician. If so authorized, the patient will utilize MEDDAC Form 224 to sign out the OTR from the Outpatient Records Room. This form will remain on file in the Outpatient Records Room until the OTR is returned by the patient.
5. Patients may request a copy of their entire OTR from Patient Administration Division, and one complete copy will be made. Patients should allow 30 calendar days under normal circumstances, and at least 10 working days under special circumstances, from the time of the request for the copy to be made. Subsequent requests for the same patient record will be honored for any documentation that has been added to the OTR since the date the previous full or supplemental copy was made.

MCXR-Z

SUBJECT: Policy Statement No. 31, Custody and Control of Outpatient Treatment
Records (OTR)

6. Questions concerning the custody of military medical records should be referred to the Chief,
Patient Administration Division at extension 7-8141.

JOAN P. EITZEN
COL, AN
Commanding

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